



County of Fairfax, Virginia

ADDENDUM

DATE: January 11, 2016

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000001827

FOR: Property Management and Maintenance Services – Mount Vernon Garden Apartments

CLOSING DATE/TIME: February 10, 2016 at 10:00 a.m.

The following are questions and answers from the pre-proposal conference of January 5, 2016:

- Q1. Are there any Section 8 residents on the property?
A1. No.
- Q2. Are there any Capital needs at the property?
A2. Yes. The property needs renovations including but not limited to a new boiler, kitchen rehabs, HVAC upgrade, etc.
- Q3. Does the property have any lead-based paint?
A3. Yes. Bathroom tiles and outer door casings.
- Q4. Are there any plans to do any renovations in the next 3-5 years?
A4. Currently there is no plan. DHCD will be developing such a plan during the period of this contract, most likely within the next year or two.
- Q5. If there will be renovations, should we include pricing in our proposal? For example, if the residents will move out during a renovations, should we propose adjustments to the Management fee?
A5. No. Any changes in the Management fee for renovations or any other reason, the fee will be negotiated at the time of renovations and the contract amended to reflect any changes.
- Q6. Are there any tax credits at the property?
A6. No.
- Q7. Is the property 100% occupied, is there a waiting list?
A7. There is waiting list. Yes the property is 100% occupied. This is a wait list of 30 – 90 days.
- Q8. Please provide the property financial documents?
A8. The appropriate financial documents are attached to this Addendum.

All other terms and conditions remain unchanged.



Cindy Joy, CPPB
Contract Specialist II

**THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT
REQUEST FOR PROPOSAL:**

Name of Firm

(Signature)

(Date)

**A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR
RETURNED PRIOR TO THE DUE DATE/TIME.**

**Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON
THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST
BE SIGNED.**

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ACCOUNT TITLE		ACTUAL	CURRENT BUDGET	VARIANCE	YEAR ACTUAL	TO DATE BUDGET	(MO=12) VARIANCE	ANNUAL BUDGET	FORECASTED BUDGET
5120	RENT REVENUE								
5121	RENT REVENUE/CARRYING CG/CONDO & HOA FEE	30,608	32,307	(1,699)	351,289	387,684	(36,395)	387,684	351,289
5220	TENANT ASSISTANCE PAYMENTS	853	0	853	10,086	0	10,086	0	10,086
5220	VACANCY	(6,037)	(1,619)	(4,418)	(37,701)	(19,384)	(18,317)	(19,384)	(37,701)
	NET RENTAL REVENUE	25,424	30,688	(5,264)	323,674	368,300	(44,626)	368,300	323,674
5410	FINANCIAL REVENUE								
5410	INTEREST INCOME OPERATING FUND	15	0	15	15	0	15	0	15
	TOTAL FINANCIAL REVENUE	15	0	15	15	0	15	0	15
5910	OTHER REVENUE								
5920	LAUNDRY & VENDING INCOME	171	162	9	2,447	1,900	547	1,900	2,447
5920	NSF AND LATE FEES	266	50	216	1,705	600	1,105	600	1,705
5930	DAMAGES,CLEANING,MISC UNIT SERVICES	1,300	87	1,213	1,625	1,000	625	1,000	1,625
5990	OTHER REVENUE	993	0	993	16,829	0	16,829	0	16,829
	TOTAL OTHER REVENUE	2,730	299	2,431	22,606	3,500	19,106	3,500	22,606
	TOTAL REVENUE	28,169	30,987	(2,818)	346,296	371,800	(25,504)	371,800	346,296

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ACCOUNT TITLE		ACTUAL	CURRENT BUDGET	VARIANCE	YEAR ACTUAL	TO DATE BUDGET	(MO=12) VARIANCE	ANNUAL BUDGET	FORECASTED BUDGET
EXPENSES									
ADMINISTRATIVE EXPENSES									
6210	ADVERTISING	0	38	38	0	500	500	500	0
6250	OTHER RENTING EXPENSES	0	38	38	44	500	456	500	44
6311	OFFICE SUPPLIES	74	38	(36)	1,409	500	(909)	500	1,409
6313	POSTAGE	7	0	(7)	14	0	(14)	0	14
6320	MANAGEMENT FEES	1,950	1,950	0	23,400	23,400	0	23,400	23,400
6330	MANAGER OR SUPERINTENDENT SALARIES	1,271	1,217	(54)	10,580	15,818	5,238	15,818	10,580
6340	LEGAL EXPENSES	761	163	(598)	4,264	2,000	(2,264)	2,000	4,264
6345	CONSULTING	19,014	0	(19,014)	19,014	0	(19,014)	0	19,014
6360	TELEPHONE & ANSWERING SERVICES	182	250	68	2,199	3,000	801	3,000	2,199
6370	BAD DEBTS	6,223	0	(6,223)	6,223	0	(6,223)	0	6,223
6390	MISCELLANEOUS ADMINISTRATIVE EXPS	85	87	2	2,660	1,000	(1,660)	1,000	2,660
6393	BANK CHARGES	20	0	(20)	40	0	(40)	0	40
6395	DUES & SUBSCRIPTION	0	0	0	17	0	(17)	0	17
639510	EMPLOYEE TRAINING	0	0	0	138	0	(138)	0	138
68900001	INTEREST ON SEC DEP	0	0	0	1,040	0	(1,040)	0	1,040
TOTAL ADMINISTRATIVE EXPENSES		29,587	3,781	(25,806)	71,042	46,718	(24,324)	46,718	71,042
UTILITIES EXPENSES									
6450	ELECTRICITY	246	1,000	754	2,521	12,000	9,479	12,000	2,521
6451	WATER	0	0	0	31,555	27,000	(4,555)	27,000	31,555
6452	GAS	(18,245)	350	18,595	29,816	4,200	(25,616)	4,200	29,816
TOTAL UTILITIES EXPS		(17,998)	1,350	19,348	63,892	43,200	(20,692)	43,200	63,892
OPERATING & MAINTENANCE EXPENSES									
6515	SUPPLIES	125	0	(125)	785	0	(785)	0	785
6517	JANITOR & CLEANING CONTRACT	2,200	1,100	(1,100)	13,200	13,200	0	13,200	13,200
6519	EXTERMINATING PAYROLL / CONTRACT	195	212	17	3,670	2,610	(1,060)	2,610	3,670
6525	GARBAGE & TRASH REMOVAL	745	283	(462)	5,314	3,352	(1,962)	3,352	5,314
6530	SECURITY PAYROLL / CONTRACT	39	47	8	214	520	306	520	214
6537	GROUNDS CONTRACT	820	413	(407)	6,910	5,000	(1,910)	5,000	6,910
6540	REPAIRS PAYROLL	1,990	1,550	(440)	16,006	20,146	4,140	20,146	16,006
6541	REPAIRS MATERIAL	3,281	675	(2,606)	22,063	8,100	(13,963)	8,100	22,063
6542	REPAIRS CONTRACT	4,716	750	(3,966)	26,845	9,000	(17,845)	9,000	26,845
6546	HVAC REPAIRS & MAINTENANCE	3,405	413	(2,992)	13,037	5,000	(8,037)	5,000	13,037
6548	SNOW REMOVAL	964	0	(964)	10,108	1,500	(8,608)	1,500	10,108
6560	DECORATING PAYROLL / CONTRACT	0	2,000	2,000	2,690	20,000	17,310	20,000	2,690
6590	MISCELLANEOUS OPERATING & MAINT EXPENSE	80	87	7	80	1,000	920	1,000	80
TOTAL OPERATING & MAINTENANCE EXPENSES		18,559	7,530	(11,029)	120,923	89,428	(31,495)	89,428	120,923

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TAX & INSURANCE EXPENSES									
6711	PAYROLL TAXES (PROJECT)	388	425	37	4,003	5,574	1,571	5,574	4,003
6719	MISCELLANEOUS TAXES, LIC., & FEES	0	87	87	0	1,000	1,000	1,000	0
6722	WORKMEN'S COMPENSATION INSURANCE	0	225	225	0	2,700	2,700	2,700	0
6723	HEALTH INSURANCE & EMP BENEFITS	0	620	620	2,392	7,484	5,092	7,484	2,392
TOTAL TAXES & INSURANCE EXPENSES		388	1,357	969	6,396	16,758	10,362	16,758	6,396
TOTAL OPERATING EXPENSES		30,537	14,018	(16,519)	262,252	196,104	(66,148)	196,104	262,252
NET OPERATING INCOME(LOSS)		(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044
NET OPER INCOME(LOSS) AFTER DEBT SERVICE		(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044
NET PROFIT(LOSS)		(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044